



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111
May 3, 2002



REPLY TO
ATTENTION OF

MEMORANDUM THRU DEPUTY CHIEF OF STAFF, G-1
FOR ASSISTANT G-1, CIVILIAN PERSONNEL POLICY
SUBJECT: Civilian Personnel Responsibilities Under the Joint Ethics Regulation

The Ethics in Government Act of 1978 and the Ethics Reform Act of 1989 require the Army to ensure that Public and Confidential Financial Disclosure Report (SF 278 or OGE Form 450) filers are identified and trained in a timely fashion. Execution of this requirement is subject to review by the Office of Government Ethics (OGE), which has found that, in many instances, the responsible personnel officers fail to provide information on incoming and outgoing employees to ethics counselors in a timely manner.

Pursuant to the *Joint Ethics Regulation (JER)*, DoD 5500.7-R, the Assistant G-1 for Civilian Personnel Policy has primary responsibility for managing this aspect of the Army's ethics program. *JER*, paragraphs 1-414, 7-201 and 7-301 outline the following specific responsibilities:

- a. Report to the organization's ethics counselor immediately upon appointment to a covered position, the name, position, organization and entrance-on-duty date for each employee required to file an OGE Form 450;
- b. Report to the organization's ethics counselor the name, position, grade, organization and entrance-on-duty or termination date of each employee who is required to file an SF 278, immediately upon the appointment to a position requiring filing, or upon receipt of notice of retirement, resignation, or removal of the individual from such a position;
- c. Report to the organization's ethics counselor by October 3 of each year, a list of the names, positions and organizations of employees who are required to file an annual OGE Form 450;
- d. Report to the organization's ethics counselor by January 10 of each year, a list of the names, positions, grades, and organizations of employees who are required to file an annual SF 278;
- e. Coordinate with ethics counselors and supervisors to ensure that position descriptions for covered positions include the statement that an OGE Form 450 must be filed;



f. Coordinate with the organization's ethics counselor to:

- 1) Establish procedures to inform new Army employees of their obligation to receive initial and annual ethics training;
- 2) Ensure outprocessing procedures advise Army employees about counseling available on post-Government employment restrictions; and,
- 3) Establish procedures to advise incoming and outgoing Army employees about their new entrant and termination financial disclosure reporting obligations (termination reports are required only for SF 278, Public Financial Disclosure Report filers).

Accordingly, I am directing that you develop an action plan for execution of these requirements. Suspense for submission of the plan is May 24, 2002. I am setting a second suspense of August 1, 2002, for confirmation that the plan has been implemented effectively. Your review and oversight of personnel offices will include these requirements.



Reginald J. Brown
Assistant Secretary of the Army
(Manpower and Reserve Affairs)

CF:
General Counsel
Major Army Command Civilian Personnel Directors